

**DATE:** Monday, March 22, 2004

**TO:** Project Managers/Technicians, Comptrollers Office, Program Development, Consultant Services, and Consultants

**FROM:** Jason Davis, Director of Engineering Services

**RE:** Environmental (e Projects) Notice/Clarification

Recently the Department has implemented changes to the project identification numbers to help separate the environmental phase from the design phase.

### **Project Identification Information**

You may have recently noticed that our environmental study projects have received a new coding structure from Program Development. The specific changes to the project numbers to indicate the environmental phase are as follows:

- PIN #:
  - The process for requesting a PIN # remains the same. When the environmental phase is complete, a new PIN # will be established for the completion of the design phase.
- Project #:
  - During the environmental phase, an “E” is added to the end of project number to indicate the project is in the environmental phase. (**Example:** SP-0089(12)34**E**).
- Job/Proj. Sub-phase #:
  - The Job/Proj sub-phase for in-house work during the environmental phase is now “20N”: (Example: 50903**20N**).
  - The Job/Proj sub-phase for consultant work during environmental phase is now “25N”: (Example: 50903**25N**).

New PIN #s will be established under the Master PIN for Design and Construction. All subsequent sub phases will proceed in the usual method; i.e., 01D & 15D, 03C & 13C, etc. When the environmental phase is closed, the project number will remain the same except the “E” will be dropped: (**Example:** SP-0089(12)34).

### **Request For Qualifications (RFQ)**

Project Development and FHWA highly recommend Project Managers separate the environmental and design phases and perform separate consultant selections for each phase. As a minimum, separate contracts should be prepared for the two phases.

The intent is to eliminate the perception of a conflict-of-interest for consultants who have been selected to perform the environmental document preparation. If a build-alternative is selected, and we use the same consultant to perform the design, there is an appearance of an incentive for the consultant to have come up with a build-alternative as the “preferred alternative.”

In addition, as you know, a consultant may not be equally qualified in environmental and design work. Separating the consultant selections will allow you to select the best-qualified consultant for each work discipline.

If you have any questions regarding this information, please feel free to contact me or the following individuals for clarification.

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